



The Lawrence School

Lovedale, The Nilgiris - 643003

VEHICLE TENDER

Sale of Vehicle Tender

Notice Inviting No.	LSL/ AC/ 2026
Tender Inviting Authority	The Lawrence school, Lovedale
Place of availability of vehicle Documents	www.thelawrenceschool.org/tenders
The contact Person	Headmaster, The Lawrence School
Nature of Auction	Sale of Vehicle
Address to send Prebid queries	purchase@thelawrenceschool.org
Place for submission of bids	The Lawrence School, Lovedale
Address for communication	The Headmaster, The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu- 643003

LSL would endeavour to adhere to the following schedule:

Event	Date – Deadline
Issue of Tender	06.03.2026
Last date for submission of Queries	23.03.2026
Last date for Tender submission	26.03.2026
Opening of Proposals	Will be intimated later

Telephone: 0423-2453307

email: purchase@thelawrenceschool.org

DISCLAIMER:

The information contained in this Tender or subsequently provided to Applicants, whether in document or verbal or any other form by or on behalf of The Lawrence School, Lovedale, The Nilgiris, Tamil Nadu – 643 003, any of its employees or advisors, is provided to Applicants on the terms and conditions set out in this Tender document and such other terms and conditions subject to which such information is provided.

The purpose of this Tender document is to provide interested parties with information that may be useful to them in eliciting their proposals pursuant to this Tender document. This tender document may not be appropriate for all persons, and it is not possible for the School, its employees or advisors to consider the investment objectives, financial situation and particular needs of each party who reads or uses this tender document.

This tender document includes statements, which reflect various assumptions and assessments made by the School in relation to the Contract. Such assumptions, assessments and statements do not purport to contain all the information that each Applicant may require.

The assumptions, assessments, statements and information contained in this tender document, may not be complete, accurate, adequate or correct. Each Applicant should, therefore, conduct his/her own investigations and analysis and should check the accuracy, adequacy, correctness, reliability and completeness of the assumptions, assessments, statements and information contained in this tender document and obtain independent advice from appropriate sources.

Information provided in this document to the Applicant(s) is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The School accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on law expressed herein.

The School, its employees and advisors make no representation or warranty and shall have no liability to any person, including any Applicant under any law, statute, rules or regulations or tort, principles of restitution or unjust enrichment or otherwise for any loss, damages, cost or expense which may arise from or be incurred or suffered on account of anything contained in this tender document or otherwise, including the accuracy, adequacy, correctness, completeness or reliability of the tender document and any assessment, assumption, statement or information contained therein or deemed to form part of this tender document or arising in any way in this tender Stage.

1. INTRODUCTION:

The Lawrence School, Lovedale, (hereinafter referred to as "School") is a premier residential educational institution under Ministry of Education invites tender from the interested bidders for the financial year 2025-26.

2. Objective:

The primary objective of this tender is to select the highest bidder (H1) for the disposal of the specified vehicle. The successful bidder shall be responsible for the lawful purchase and removal of the vehicle in accordance with applicable regulations and the School's governance framework. The process shall ensure transparency, fairness, and accountability, providing assurance to the School Management Committee and the Board of Governors within the unique operating environment of a boarding educational institution.

3. Scope of Work

The scope of this tender covers the sale and disposal of old vehicles belonging to the school through an open auction process. An individuals, firms, Companies etc. legally authorized to purchase old vehicles may participate in the auction. The sale shall be conducted through a sealed tender or open auction as notified by the school. The highest valid bid will be considered for acceptance The bidder shall be responsible for completing all formalities related to transfer of ownership, deregistration of the vehicle with the concerned transport authorities. All applicable taxes, duties, and charges related to the purchase and disposal of vehicles shall be borne by the successful bidder.

3. Documents to be Submitted by the Bidder

All interested bidders participating in the old vehicle disposal auction shall submit the following documents to the auctioning authority (school) along with their tender:

1. Tender Application / Bid Form

Duly filled, signed, and stamped tender or bid form as prescribed by the school.

2. Proof of Identity

Self-attested copy of valid Photo ID (Aadhaar Card / PAN Card / Passport / Voter ID).

3. Address Proof

4. Self-attested copy of valid address proof of the bidder or firm.

PAN Card Copy Self-attested copy of PAN Card (mandatory for tax purposes).

5. Business Registration Documents (if applicable)

- Trade License

- GST Registration Certificate (if applicable)

- Firm Registration / Partnership Deed / Company Incorporation Certificate

6. Authorization Letter

In case of a firm or company, an authorization letter empowering the signatory to participate in the auction on behalf of the firm.

7. Earnest Money Deposit (EMD)

Proof of payment of Earnest Money Deposit in the form specified (Demand Draft / Bank Transfer) in favour of, The Headmaster, The Lawrence School, Lovedale. SBI A/c No. 10920587087, IFSC SBIN0003162

8. Declaration / Undertaking

A signed declaration stating that:

- The bidder has inspected the vehicle(s)
- The bid is submitted on an “as is where is” basis
- The bidder agrees to all terms and conditions of the tender

9. Contact Details

Mobile number, email ID, and complete correspondence address of the bidder.

4. Proposal Submission:

Bidders are required to submit their proposals in separate sealed envelope should then be enclosed in clearly super-scribed “Tender-Engagement of bidders” to The Headmaster, The Lawrence School, Lovedale, Ooty – 643 003.

Note

- Incomplete or unsigned documents may lead to rejection of the bid.
- The school reserves the right to verify submitted documents before finalizing the auction.

Tender Document

Quotation call notice for sale of old Vehicle.

The Bid document include the following:

1. Tender Call Notice.
2. Instructions to the Tenderer (Annexure-I)
3. General Terms and Conditions (Annexure-II)
4. Bid offer From (Annexure-III)
5. Declaration by Bidder (Annexure-IV)
6. Forwarding Letter (Annexure – V)

The Lawrence School, Lovedale, Ooty.

THE LAWRENCE SCHOOL, LOVEDALE, OOTY

No-(Au-I)/00/12/2025-26/

Dated : 06.03.2026

QUOTATION CALL NOTICE FOR SALE OF OLD VEHICLE

On behalf of the Headmaster, sealed tender is invited by The Lawrence School, Lovedale /Admn., Tamilnadu for disposal of under mentioned Old Vehicle on as is where is basis, which is parked in the office premises.

Sl. No	Description of the Vehicle	Vehicle Registration Number	Date of Purchase	Book Value	Vehicle Type	Total Kilometer Run	Reserve Price	EMD
1	TATA ACE ZIP	TN 43F 3774	16.03.2015	260092	Diesel	42939	1,25,000	5,000
2	SWARAJ MAXDA VAN	TN 43D 7682	21.04.2012	1012500	Diesel	82978	3,00,000	5,000
3	MAHENDRA GENIO JEEP	TN43D 7187	23.02.2012	535430	Diesel	103607	2,20,000	5,000
4	FORCE 10 AMBULANCE	TN43D 2472	28.03.2011	738000	Diesel	150879	2,4+0,000	5,000
5	BAJAI MOTOR CYCLE XED 135	TN43C 3742	27.04.2009	45484	Petrol	59948	20,000	2,000

The tender document (tender form/Terms & Conditions etc.) for disposal of above cited Vehicle may be downloaded from www.thelawrenceschool.org . The Vehicle proposed for disposal is available for inspection at The Lawrence School, Lovedale, Ooty, Tamilnadu on all working days between 9 AM to 4 PM.

The sealed tenders super scribed with "Quotation for purchase of Old Vehicle" along with required EMD must reach the undersigned by **12.00 hrs of 26.03.2026** which will be opened on later date.

Headmaster

INSTRUCTIONS TO TENDERS

1. Sealed quotations in the prescribed form along with the Tender documents accompanied by Earnest Money Deposit (EMD) in shape of Demand Draft for Rs. 5,000/- (Rupees Five thousand) only drawn on any State Bank of in favour of The Headmaster, The Lawrence School, payable at Lovedale are required to be submitted by the due date and time mentioned in the notice above.
2. Tenders received after the due date and time shall not be accepted under any circumstance. Unsigned tender and tenders not accompanied by EMD in the manner laid down in para-1 above will summarily be rejected.
3. Tenders will be opened in the presence of Tenders/ or their authorized representatives, if any, present at the scheduled time, and the rate of the highest bidder will be accepted for the purpose of disposal of the above mentioned Vehicle.
4. The intending tenders may inspect the Vehicle at their own expenses on any working day during 11 AM to 4 PM with due permission of The Headmaster and The Bursar.
5. The Earnest Money will be refunded to the unsuccessful bidders on the same day of Bid Opening and in the case of successful bidder the same will be retained as security.
6. The successful bidder will have to deposit 25% of the tendered price immediately and the rest amount within ten days from the date of receipt of communication for acceptance of the tender in shape of Demand Draft in favour of The Headmaster, The Lawrence School payable at Lovedale, In case of failure to deposit the tendered amount in full within the stipulated time the sale will be cancelled and retendered for sale at his risk, besides, forfeiting the EMD.
7. The successful bidder will have to remove the vehicle from the office premises within a period of seven days from the date of deposit of full value of the materials failing which the amount deposited by him will be forfeited to the Government and the vehicle will be resumed to Government.
8. After conclusion of the sale and full payment, the Vehicle shall be taken under custody of the successful bidder and shall be kept at his risk and responsibility and the department will not take any responsibility for its custody except where otherwise provided in this condition of sale.

9. The Vehicle are sold on as is where is basis and the buyer shall have to ascertain and get satisfied with conditions of the material before tendering and no complains, whatsoever, about the conditions etc, of the same will be entertained by The Lawrence School before disposal of the Vehicle.

10. Except where otherwise provided in these conditions of sale, if any difference or objections whatsoever shall arise in any way connected with or arising out of the meaning or operation of any part of these conditions or sale, or the rights, duties or liabilities of either party, the same shall be referred for arbitration to an officer to be appointed by The Headmaster, The Lawrence School payable at Lovedale or should he be unable or unwilling to act, such officer as the said The Lawrence School, Lovedale, shall appoint as sole arbitrator. There will be no objection to any such appointment on the ground that he had to deal with the matter to which the contract related and that in the course of his duties as School. servant he had expressed views on all or any of the matter is originally referred being transferred or vacating his office or being unable to act as arbitrator in accordance with the terms of the contracts, any other person appointed by The Lawrence School, Lovedale shall be entitled to proceed with the reference from the stage at which it was left by his predecessor. The decision of the arbitrator appointed under this clause shall be final and binding on all and where the matter involves a claim for the payment of recovery or deduction of money, only the amount if any awarded in such arbitration shall be recoverable in respect of the matter as referred.

Subject as aforesaid the provisions of the Arbitration Act, 1940 or any statutory modifications or reenactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause.

11. The Headmaster, The Lawrence School, Lovedale, reserves the right to accept or reject all or any tender(s) without assigning any reason whatsoever.

The Headmaster

GENERAL TERMS & CONDITIONS OF TENDER

1. Rate should be quoted in whole Rupees.
2. The Vehicle will be sold in its present condition on as is where is basis.
3. Tenderers may inspect the vehicle and satisfy themselves about its present condition during normal working hours on all working day in the tender period.
4. Sealed Tender documents should be addressed to The Headmaster, The Lawrence School, Lovedale.
5. The tenderers are requested to apply for sale of Vehicle separately with required EMD. The sealed tender should reach by 12.00 Hrs on 26.03.2026 with required EMD. Tenders will be opened on the same date at 4 PM in the presence of tenders or their representative.
6. The highest bidder is required to deposit 25% of the tender amount immediately after the opening of the tender in shape of DD/Electronic Transfer.
7. The acceptance of tender will be communicated within one month from the date of opening unless forbidden due to unavoidable circumstances or delay due to administrative reasons.
8. The highest tenderer whose tender is accepted should deposit the balance amount in shape of Demand Draft from any State bank of India in favour of The Headmaster, The Lawrence School, Lovedale within 10 days from the date of receipt of the confirmation order.
9. On realization of the payment, The Headmaster, The Lawrence School, Lovedale will issue delivery order to the tenderer who shall have to remove the Vehicle from the office premises within 7 (seven) days from the date issue such order.
10. If the successful bidder fails to deposit the entire value within the stipulated period The Headmaster, The Lawrence School, Lovedale reserves the right to forfeit the earnest money deposited by the tenderer and the Vehicle will be disposed of in any manner as desired by The Headmaster, The Lawrence School, Lovedale.
11. The Headmaster, The Lawrence School, Lovedale reserves the right to accept or reject any or all tenders without assigning any reason thereof.
12. No claim whatsoever on this account will be entertained by The Headmaster, The Lawrence School, Lovedale, Ooty

The Headmaster

BID OFFER FORM

I/We Son of
 residence of for and on behalf of
 having its/ their registered office at
 here by tender for the purchase and
 removal of the Vehicle on as is where is basis at the price noted below.

Sl. No	Description of the Vehicle	Vehicle Registration Number	Book Value	Vehicle Type	Reserve Price	Bidders Quoted Price Including GST
1	TATA ACE ZIP	TN 43F 3774	260092	Diesel	1,25,000	
2	SWARAJ MAXDA VAN	TN 43D 7682	1012500	Diesel	3,00,000	
3	MAHENDRA GENIO JEEP	TN43D 7187	535430	Diesel	2,20,000	
4	FORCE 10 AMBULANCE	TN43D 2472	738000	Diesel	2,40,000	
5	BAJAI MOTOR CYCLE XED 135	TN43C 3742	45484	Petrol	20,000	

2. Should tender be accepted, I/We hereby agree to abide by and fulfill all the terms and conditions of the tender annexed to this tender form and in default to forfeit and pay to the President of India or his successors as penalty the sum of money mentioned in the said documents.

3. The sum of Rs. _____/- (Rupees _____)
 only towards the Earnest Money Deposit (EMD) has been deposited by me/ us vide D.D.
 No _____ dated
 ___enclosed.

4. If my tender is accepted I shall deposit the amount of sale value of the materials within ten days of the acceptance of the tender, failing to do so the earnest money deposit shall stand forfeited to Govt.

5. I/We have inspected the vehicle and the offer made above is only ascertaining the condition of the same.

6. I/We am/are agreeable to abide by the conditions of sale for the above said Vehicle and said vehicle and any default thereof entitle the Institute to forfeit the earnest money deposit and cancel the sale at my risk.

Date

Signature of Tenderer:

Name:

Address:

DECLARATION

(To be enclosed with the Tender Form)

I/We agree that I/We shall not withdraw the tender offered by me/us during the time that will be required for intimation of acceptance of the tender being given to me/us afterwards. Should my/our tender be accepted and if I/We withdraw the tender I/We shall be liable to pay the full/whole amount of tender or such amount on account of difference as in the opinion of The Headmaster, The Lawrence School, Lovedale, may consider to make good the whole of the damage/ loss that may be suffered by the institution in consequence of re-tender and I/We shall pay the same.

Signature:

Name:

Address:

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Annexure- V
Forwarding Letter

To
The Headmaster
The Lawrence School, Lovedale
Ooty

Sub: Quotation for purchase of Vehicle.

Dear Sir,

This is in reference to your above mentioned tender for auction sale Vehicle. Having examined the tender document, the receipt of which is hereby duly acknowledged, we the undersigned, hereby submit our proposal along with necessary supporting documents.

Further, we agree to abide by all the terms and conditions as mentioned in the tender document. We have also noted that The Headmaster, The Lawrence School, Lovedale reserves the right to consider/ reject any all application without assigning any reason thereof.

Authorized Signature.

Place:

Dare:

Name